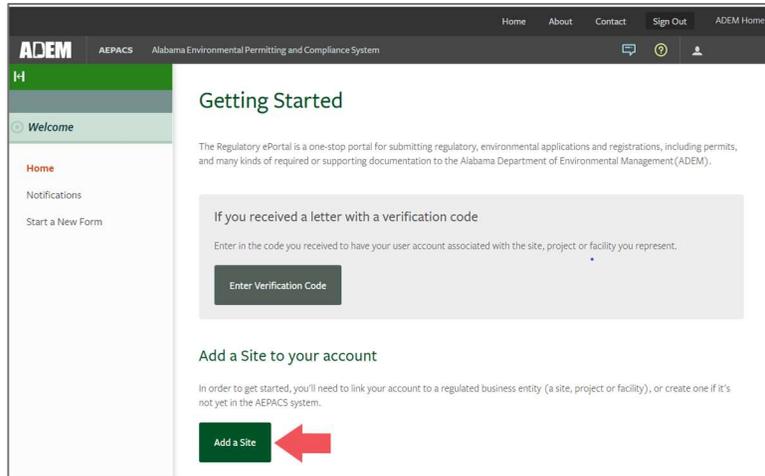
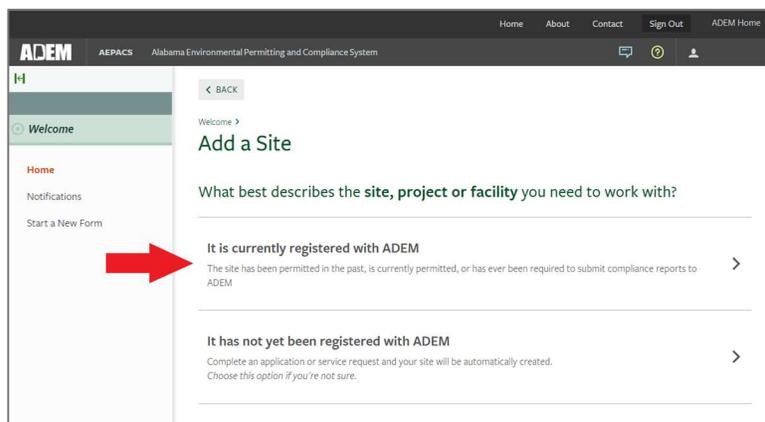


How to Link an Existing Site to Your AEPACS Account

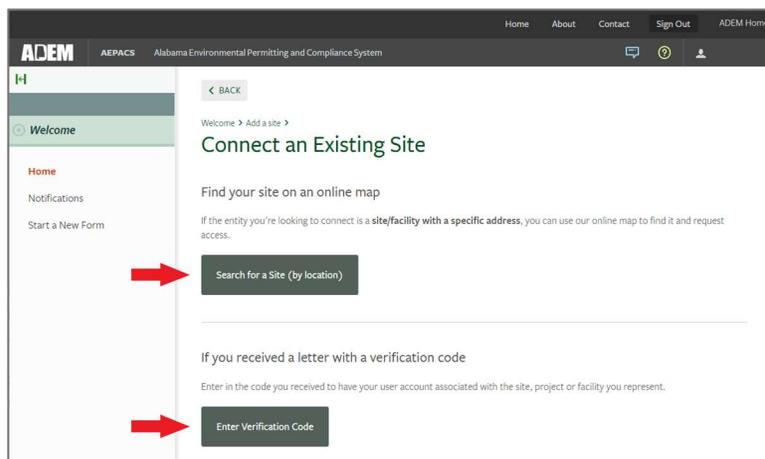
1. On the AEPACS home page, click “Sign In” and provide the login credentials for your AEPACS account.
2. On the AEPACS “Getting Started” page on the Home dashboard, click the “Add a Site” button.



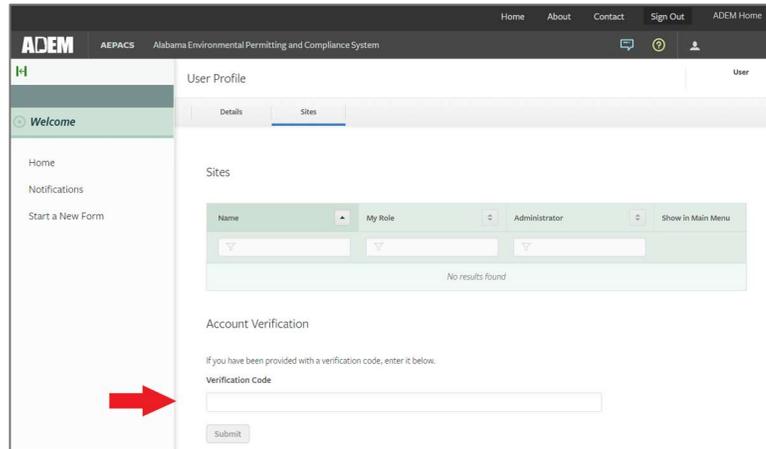
3. On the AEPACS “Add a site” page, click “It is currently registered with ADEM”.



4. On the AEPACS “Connect an Existing Site” page, you have two options:

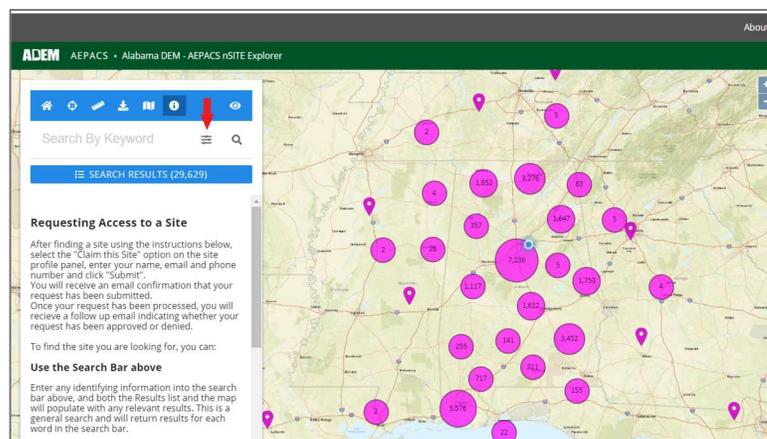


- a. If you have received a letter or an email with a site verification code, click “Enter Verification Code” and then click “Submit”



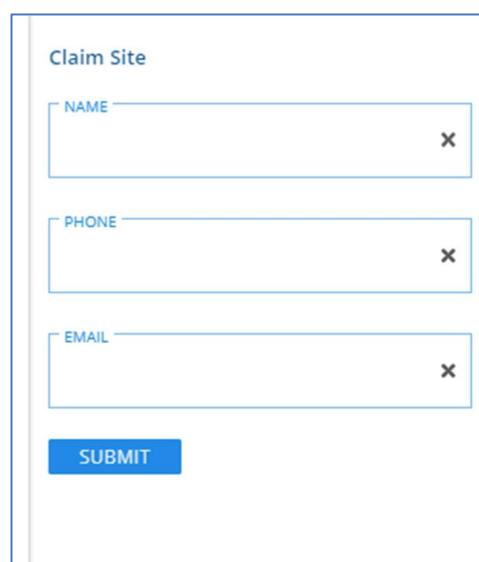
The screenshot shows the ADEM user profile interface. The 'User Profile' section is active, with a 'Sites' tab selected. Below the 'Sites' list, there is an 'Account Verification' section. A red arrow points to the 'Submit' button at the bottom of this section.

- b. If you want to search for a site by name, click “Search for a Site (by location)”. Search by entering a facility keyword in the search box or selecting other search criteria by clicking on the Advanced Search Criteria button indicated by the red arrow.



The screenshot shows the ADEM AEPACS nSITE Explorer interface. A map of Alabama is displayed with numerous site locations marked by pink circles. On the left side, there is a search bar and a 'SEARCH RESULTS (29,629)' button. A red arrow points to the 'Advanced Search Criteria' button in the search bar area.

5. Once you have located the site you wish to link, click the “Claim this site” button, enter your information and click submit.



The screenshot shows the 'Claim Site' form. It contains three input fields: 'NAME', 'PHONE', and 'EMAIL', each with a clear button (X) on the right. Below the input fields is a blue 'SUBMIT' button.

6. Once your request has been approved, you will be notified by email with an invitation to be an authorized user for the site. Note: *Approvals are processed during normal business hours only.* Copy and paste the link from the email into a new browser tab to accept the invitation to the site. Once you sign in to AEPACS, the site will be listed at the top of the left menu. If you are authorized for more than one site, a dropdown option is provided to allow you to select all sites or a specific site.

